



Temporary Staffing Agency Employee Request

To request a temporary staffing agency employee, the department must complete and submit this form to TalentAcquisition@utsa.edu.

Hiring Manager Name

First Name

Last Name

Hiring Manager Title

Department

Cost Center Number to Be Charged

Reason(s) for Temporary Employee

New Position

Backfilling permanent position (include employee's name and position number)

Employee Name

Position Number

Position Title

Title

Independent Contractor Position
Number (0% Appointment)

Assignment Details

Skills Needed to Perform Assignment

Duties Individual Will Perform

Education

Rate expectations (How much would you expect to pay on a permanent basis?)

Duration of Assignment

Expected Start Date

Expected End Date

Hours/Day

Days/Week

Weekends

Any Expected Overtime? Yes No If Yes, Weekly Amount

Work Modality

On Campus Remote

Hybrid: # Days on Campus # Days Remote